



HOLIDAY SCHEDULE

SAN FRANCISCO BAY AREA RAPID TRANSIT

New Hire Orientation Schedule – ALL EMPLOYEES



MONDAY - HOLIDAY

PLEASE NOTE: New Hires hired on Tuesday will return to orientation to complete safety training on Monday the following week - Review the following schedule.

TUESDAY

Time	Location	Topic	Presenter	Dept./Unit	
8:00 AM	20 th Floor, LKS-2000 (Escort New Hires to LKS 1129)	<u>ID Badge</u>	Ray Hathorn (x7528) or Designee	HRIS	
		<ul style="list-style-type: none">· Photo ID Cards/Access Setup			
8:15 AM		<u>Payroll</u>	Lisa Leblow (x6935)	Payroll	
		<ul style="list-style-type: none">· Payroll Training			
9:30 AM		<u>TAAD</u>	Tonya Holmes (x4980)	Time and Labor	
		<ul style="list-style-type: none">· Time and Labor/ Self Service			
10:45 AM		11th Floor, LKS-1129	<u>Employee Services</u>	Jesse Alcantara (x6250)	Employee Service
			<ul style="list-style-type: none">· Employee Leave Entitlements		
			<ul style="list-style-type: none">· Reasonable Accommodation		
			<ul style="list-style-type: none">· The Employee Assistance Program (EAP)		
	<ul style="list-style-type: none">· Substance Abuse Program				
	<ul style="list-style-type: none">· Violence in the Workplace Prevention				
12:45 PM	Released for Lunch Break				
1:30 PM	11 th Floor, LKS-1129	<u>Benefits</u>	Hilary Amato (x6205) and Susan Chang	HR Benefits and ICMA-RC	
		<ul style="list-style-type: none">· IIPP Overview of Benefits· Overview of Investment Plans			
4:30 PM		<u>Employment Forms</u>	Evelyn Chetcuti (x6227) or Staff Designee	Staffing	
		<ul style="list-style-type: none">· Human Resource Forms			
		<ul style="list-style-type: none">· I-9 Documentation			
	<ul style="list-style-type: none">· Assignment of work location/start date				
5:00 PM	End of Day One				

WEDNESDAY

8:15 AM	17th Floor LKS-1723	<u>Police Dept</u>	Kevin Franklin (x7077)	Police Department
		· Employee System Security Awareness		
9:15 AM		<u>Office of Civil Rights</u>	Donna Titus (x7616)	Office of Civil Rights
		· Equal Employment Opportunity (EEO)		
	· Sexual Harrassment Policy			
		· Title VI		
12:00 PM	Released for Lunch Break			

PLEASE NOTE FOR THE WEDNESDAY AFTERNOON SCHEDULE, NEW HIRES WILL BE SEPARATED BY UNION and/or DEPARTMENT

12:30	Non-Represented	Please refer to your Reporting Instructions Sheet		
	Police Department	Please refer to your Reporting Instructions Sheet		
12:30	SEIU Union	SEIU Orientation	Greg Grey (707) 628-3252 Carmen Williams (510) 688-2389 Robert Fernandez (510) 828-3769	SEIU Chief Steward
	17 th Floor, LKS-1723	· Review Collective Bargaining w/ Union Representative		
2:00 PM	AFSCME Union	AFSCME Orientation	Sal Cruz 415-305-6000 (cell)	AFSCME
	Kaiser Mall (Next to the Kaiser parking structure on Level E) 2nd Fl, Rm 203M	· Review Collective Bargaining w/ Union Representative		
1:00	Transportation Dept	Transportation Training · Released to Dept for further training (Note: ATU Local 1555 Orientation TBD-Chris Finn)	Christopher Byrne (510-464-6288)	Operations Training
	14 th Floor-Meet by the Elevators			
5:00 PM	End of Day Two			

THURSDAY (Maintenance & Engineering New Hires Only)

7:00 AM	Maintenance & Engineering Dept 2nd Floor- LKS 237 - Training Room Lobby (Inside Double Doors)	Maintenance and Engineering (M&E) On-Boarding · Released to M&E for further training	Karen Arhontes (510-287-4873 or 510-915-5988)	M&E Training
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FRIDAY (Maintenance & Engineering New Hires Only)

7:00 AM	Maintenance & Engineering Dept 2nd Floor- LKS 237 - Training Room Lobby (Inside Double Doors)	Maintenance and Engineering (M&E) On-Boarding · Released to M&E for further training	Karen Arhontes (510-287-4873 or 510-915-5988)	Technical Training
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MONDAY

PLEASE NOTE: New Hires hired the previous Tuesday will return to NHO to complete Safety training.

8:45 AM	17th Floor, LKS-1723	GM Video	Phyllis Thompson (x6202) or Designee	Workforce Development
9:00 AM		Welcome	Rosalind Bolts (x7518) or Designee	Staffing
9:30 AM		System Safety · IIPP CalOSHA Training	Reggie Lewis (x7260)	Safety
12:15PM		Lunch · District Overview (12:15-12:30)	May Cooper (x6202)	Workforce Development
1:00 PM		System Safety · IIPP CalOSHA Training	Reggie Lewis (x7260)	Safety
5:00 PM		End of Day Three		

If you are separated from your group, please see HR Staff on the 20th floor or call 464-6201 or 464-6202.

(Rev. 092016)